

**Town of Rowe**  
Board of Selectmen – Minutes  
Wednesday, October 3, 2018 – 6:30 pm  
Rowe Town Hall - Hearing Room 1

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**Call to Order:** The meeting was called to order by Chair Morse at 6:30 p.m.

**Present:** Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau  
Lance Larned, Highway Superintendent, Board of Health Chair Maggie Rice and Kyle Shippee via teleconference.

## **OPEN MEETING**

Announcement of recording devices & noteworthy information (one recording device)  
Chair Morse announced that Free Cash was certified at \$396,462.00. She expressed gratitude to Town Accountant for her great work.

## **APPOINTMENTS**

6:30 p.m. DPW Highway Superintendent

- Open Position – Hiring Process: The hiring process was discussed and it was agreed to create a specific hiring process in the future for town positions. Highway Superintendent presented the Select Board with 3 finalists for the Heavy Equipment Driver position. He compared the merits of each candidate and recommended Application “A” for hiring. Since Candidate “A” also held the position of Part-time Reserve Police Officer, it was explained that he would have to resign from the position since any additional time would be over 40 hours requiring time and one half. The unpredictability of the winter overtime was discussed. Following discussion, it was agreed to hire the recommended candidate.

Kyle Shippee via teleconference at 7:20 p.m.:

Mr. Shippee joined the meeting via telephone and resignation from his police position was explained as well as the requirements of the position including overtime and unpredictability of the storms and emergencies. Mr. Shippee stated that he understood the request for resignation from his Reserve Officer Position. The teleconference meeting with Mr. Shippee ended at 7:28 p.m.

**Motion to Hire:** Chair Morse made a motion to hire Kyle Shippee for the position of Heavy Equipment Driver contingent upon resignation from the Auxiliary Police Officer position. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

It was agreed to now advertise for a spare winter driver since Kyle Shippee had been performing the job.

Chair Morse said Kyle and Ken should file appearance of Conflict of Interest Forms and file them with the Town Clerk. Also discussed Kyle's supervision since the Assistant Superintendent is an immediate family member.

- Policy Regarding Work on Private Property: Chair Morse said there were many citizens requesting work be done by DPW on their private property and that it needs to be addressed again to citizens to clarify. Some specific requests included tree removal, driveway work, driveway culvert pipes, cleaning chimneys, and adding gravel. It was agreed to resend a letter that was sent in 2017 explaining the public purpose limitation law which prevents public funds being used for private purposes and also include information in the Goal Post.
- Boring on Yankee Road: Lance said there would be boring work conducted on Yankee Road on October 15<sup>th</sup> by Lamson Engineering Corp.
- Davenport Road: Highway Superintendent said he would be working on Davenport Road in the near future and would be bringing in some gravel in places that have been washed out.

## MINUTES

### 1. Minutes of September 18, 2018

**Motion to accept Minutes of September 18, 2018:** Upon review, a motion was made by Vice-Chair May to accept the Minutes of September 18, 2018 as amended. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

## OLD BUSINESS

### 1. MLP Update:

a.) Hut requirements: Member Sokol said that Municipal Light Plant (MLP) Manager had met with Tom Danek about putting in an electrical conduit to the MLP hut and that he had some drainage issue concerns. It was agreed that Mr. Danek could perform both jobs while completing his work at the hut. There was some discussion about completing a building permit for the hut and Executive Secretary said she might be able to complete but would need all of the specifications to complete.

b.) An Accounting Conference sponsored by the Dept. of Revenue Division of Local Services will be held and possible dates were discussed. It will concentrate on accounting recommendations for the MLP accounts in the future.

- ### 2. Discussion About Reducing Number of Streetlights:
- There was discussion about the process of first determining which streetlights could be eliminated. Following the discussion, a list would be made, abutters notified and if they were in agreement, requests would be made to National Grid to eliminate lights. It was agreed to further study finding more energy efficient options. It was decided that each Select Board Member would review lights and return to next meeting with the results of the review and proceed from there.

## NEW BUSINESS

1. Board of Health Update: Transfer Station Concerns: Chair Maggie Rice reported a problem at the transfer station with improper drainage. There was an ongoing problem with the drainage pipe filling with debris. She met with an engineer to review and he said he could make engineering plan for approximately \$6,300.00. He said the work would cost between \$10,000 - \$20,000 for the project. Chair Rice further explained permits that would be required. The Board of Health will file a Reserve Fund Transfer with the Finance Committee for the amount of the retainer for engineering services, the rest will be presented at a future town meeting.
2. OPEB – Review and Sign Contract: Select Board Members reviewed the Other Post Employment Benefits (OPEB) and the Government Accounting Standards Board (GASB) Statement No. 75 Proposal from Odyssey Advisors to provide actuarial valuation and consulting services for the fiscal year ending June 30, 2018. Since the work was required by law and funded in FY19, it was agreed to pursue and request a formal contract.

**Motion to Accept Proposal:** Chair Morse made a motion to accept the proposal from Odyssey Other Post Employment Benefits (OPEB) and the Government Accounting Standards Board (GASB) Statement No. 75 Proposal from Odyssey Advisors to provide actuarial valuation and consulting services for the fiscal year ending June 30, 2018. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

3. Possible Mold Issue Gracy House – Indoor Air Quality: Chair Morse said the custodian reported a possible mold issue at the Gracy House and that the indoor air quality was poor. Chair Morse asked Executive Secretary to contact the DPH who offered a free Indoor Air Quality Study. Ms. Boudreau said she had made contact with the Dept. of Environmental Protection (DEP) and that they would be able to come out and make an assessment in the near future and would follow up with a report.
4. Request for Liquor License: Select Board Members reviewed a request from Rowe Center for a one day Liquor License application for a wedding reception for November 2 & 3 2018.

**Motion to Approve:** Chair Morse made a motion to approve the one-day liquor license for a wedding reception for November 2 & 3 2018. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

5. Powers Planned Maintenance Agreement: Select Board Members reviewed the “Planned Maintenance Agreement” for the updated yearly maintenance for the 4 town generators.

**Motion to Approve:** Following review, Chair Morse made a motion to sign the Annual Planned Maintenance Agreement with Powers Generators for the Fire Dept., Town Hall, Elementary School and DPW. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

6. Park Recommendation for Member to Fill Vacancy: The Park Commissioners requested that the Select Board appoint C. Selmi Hyytinen to fill the vacancy to the Park Commission caused by a recent resignation.

**Motion to Appoint:** Member Sokol made a motion to appoint C. Selmi Hyytinen to the Park Commission to serve until the term of the vacated position expires. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

It was noted that the Park Commissioners be made aware that since Mr. Hyytinen served on the Finance Committee, that he would have to recuse himself from certain Finance Committee votes that pertained to the Park.

7. Resignation from Fire Dept.: Chair Morse said that she resigned from the Administrative Assistant position. She said she would continue to work as a volunteer for the Department. She said that firefighter Jeff Simmons and the Fire Chief will pick up the additional work. It can be discussed in the next budget cycle.

## **EXECUTIVE SECRETARY UPDATES**

1. Request to Review Additions to Personnel Policy Manual: Ms. Boudreau presented several additions to the Personnel Policy Manual pertaining to the Employee Insurance Benefits. Following review, it was agreed to revisit at next meeting when the policies were put in place in final version in the Personnel Manual.
2. Request for Gracy House Use: There was a request for use of the Gracy House and it was agreed that due to the discussion with the Board of Health and concerns for the septic that it is wise to limit the use as much as possible until the situation is reviewed further. It was agreed that Town Hall could be used as an alternate for the Rowe Conference Group.
3. Fire Dept. Door : Fire Dept. door was repaired by the locksmith and will eventually require new hardware. Locksmith Mr. Sansoucey said that it would not cost that much more to purchase a new door which will be a better solution since it will be made for the door. He also suggested having a keyless system. It was confirmed that it had been town meeting approved to obtain a new door with a keypad, however, in the personnel transition, was never installed and the monies were reverted back into the General Fund. It was agreed to obtain a price for a new door.
4. New Website: The website has been built and it has been worked on and is close to being operational. It was agreed it could go live pretty soon. Chair Morse said that Boards and Committees could be trained to update their own pages.
5. Social Media: It was noted that there were several Departments in town that had Facebook pages and there should be a policy in place regarding social media. It was agreed that since these outlets were public that they representing the Town of Rowe there should be a policy it should be specified that they should not include such things as opinions or private information. It was agreed to work on a social policy statement.

## **MAIL & CORRESPONDENCE**

Citizen Comments  
Adjournment

**Warrants:** FY19 W08 Payroll FY19 W07

Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

**Adjournment:** Seeing no further business, Vice-Chair May made a motion to adjourn the Meeting at 8:49 p.m. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

Janice Boudreau  
Executive Secretary

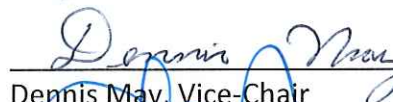
Approval Date:

October 30, 2018

Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair

  
Chuck Sokol, Select Board Member

Documents:

- Agenda 10-03-18
- Draft Minutes 09-18-18
- Letter to Rowe Citizens 01-27-18
- Municipal Expenditure – Proper Public Purposes
- Streetlight List
- GASB45/75 OPEB Quotation for the Town of Rowe- Odyssey Advisors
- OPEB Document Requirements – Odyssey Advisors
- Town of Rowe Building Report 2016 Gracy House
- Rowe Center Liquor License Request
- Powers Generators Service Agreements
- Proposed Additions to the Personnel Policy Manual